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Meeting Minutes

WKU Council of Academic Deans

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SUMMARY OF THE MEETING OF THE COUNCIL OF ACADEMIC DEANS

The Council of Academic Deans met in the Barn Room of Park Mammoth Motel at 8:15, Monday, July 22. All deans were present for the meeting.

The following is a summary of the order of business:

- I. Field Trips: The need for some guidelines governing field trips by University classes was discussed at some length. Dr. Page emphasized the legal implications of such trips. The deans felt there should be some prior indication that a field trip was planned in a course. Dr. Russell suggested that a "declaration of intent" to make a field trip be required. Dr. Jenkins proposed the development of a form to be used for this purpose. Dean Cravens requested each of the deans to have the department heads in their respective colleges send Dr. Chelf a statement as to which courses would include field trips so this could be noted in the catalog course descriptions. The Council decided there was need to study this matter further, and Dr. Cravens indicated they would seek the advice of an attorney on the legal questions involved.
- II. Requests on Sponsored Research: Dr. Cravens called the attention of the deans to the forms to be filled out by faculty members involved in activities other than teaching. He said he felt it was good protection for the University to have this sort of thing. Dr. Hardin said the University needed a record of faculty involvement in this type of activities. He said everything ought to be reported, whether University approval of the activity was necessary or not. Dr. Cravens suggested that faculty members could file a report on outside activities with their department heads. He indicated that his office would try to devise a simple reporting form for the consideration of the Council.
- III. Dr. Cravens mentioned to the deans that one departing faculty member had indicated he felt Western allowed too much freedom to its faculty members. The deans discussed for several minutes the responsibility of supervision. Student evaluation of faculty members was mentioned, and Dr. Hourigan expressed a desire to arrange a meeting of the Council of Deans with the parents of some students not on academic probation and those of some students who had flunked out of school. He felt the deans would be interested in the relative reactions of these parents.
- IV. Draft Procedures on Contracted Services: The deans considered the draft proposal on guidelines for contracted services to school districts. Dr. Hardin said he would send a copy of the recommended form for contracts to each of the deans. (Dr. Cravens indicated we should include a copy of this form in our administrator's handbook.) Dr. Hardin suggested that the contracts should be so explicit that approval of the contract by the

University would be sufficient approval for payment. Dr. Cravens said this would have to be taken up with Dean Downing. He said he would inform Dr. Hardin as to developments on the matter. Dr. Page suggested some limits as to what services should require a contract. Dr. Cravens suggested that the State Department of Education be informed of this feeling.

- V. Teaching Minority Group History: Dr. Cravens indicated that President Thompson felt this question should be studied. Dr. Hardin said he wasn't sure this was not sufficiently covered already. He felt evidence should be collected on what is already being offered in this area. Dr. Minton indicated that currently the History Department had no course specifically covering this area. Dr. Cravens indicated that he felt now was the time to develop such a course rather than later under pressure. Dr. Hatcher said he would report later on what was presently available in this area. Dr. Hourigan suggested a brochure showing what is now offered.

Dr. Russell suggested there should be more coordination between the academic departments and the Public Relations Department. He said there should be more awareness by those handling public relations as to what was offered in various areas.

- VI. Sabbatical Leaves and Academic Improvement Assignments: The deans considered the draft proposals and suggested some modifications. Dr. Hatcher said he favored an application deadline earlier than January 1. Dr. Jenkins suggested December 1, and this was approved. Dr. Page felt the selection committee discriminated against deans and department heads. A separate category of leaves for deans, department heads and academic directors was proposed and approved. The entire sabbatical proposal was then approved by the Council.
- VII. Revision of University Committee Structure: Dr. Cravens explained the proposed plan for including student members on the University Committee Structure. The deans endorsed the idea of student membership but there were differences of opinion as to implementation. After some discussion Dr. Hatcher proposed that the plan start by providing for student members on the College Curriculum Committee level the progress to the other levels. Also discussed at some length was the matter of whether student members should be allowed to vote.

Dr. Cravens next called attention to the proposed revision of the Teacher Education Committee. Dr. Page asked that a decision on this proposal be deferred until after a consultant presently studying the College of Education makes his report. This was agreed to. It was decided to defer a decision on committee structure until August.

Dr. Cravens next raised the question of whether the Academic Council

should authorize a University-wide committee on General Education. This touched off a rather lengthy discussion of general education requirements and no decision was reached.

- VIII. Duties of the College Dean: The next item considered was the role of the college dean in the University. Dr. Russell noted that the college deans have a crucial role to play in the future of the University. The deans need to be included more in the decision-making process, he said. Dr. Page noted that the deans needed to get from their day-to-day duties to plan. He observed that they didn't have a chance presently to "get into the future." There was a general feeling the deans should be included more in decision making. Dr. Cravens asked the deans to think bout their various roles and to note any suggestions for improving overall University procedures. He said this afforded a unique opportunity to set some precedents for the future.

Dr. Hardin requested a planning meeting with the Council of Deans on Library Programs.

- IX. Administrative Calendar: The deans next talked about the desirable times for starting consideration of various matters. These were some of the suggestions:

Second Semester Schedule - October
 Budget - November 1
 Graduate Assistantships - November 1
 Faculty Evaluation - December
 Promotions and Tenure - January

Dr. Cravens asked about revising summer stipends by eliminating the percentage basis for payment. He suggested a flat rate for professors, associate professors, etc. He said this would make budgeting for the summer school much simpler.

The meeting adjourned at 3:15.